

CHAPTER 94. INSPECT A REPAIR STATION AND ITS AUTHORIZATION FOR WORK AWAY FROM ITS FIXED LOCATION

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3606 (New)

B. Avionics: 5606 (New)

3. OBJECTIVE. This chapter provides guidance for authorization and surveillance of a repair station that performs aircraft maintenance away from its fixed location.

5. GENERAL. There are three circumstances that allow a Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair station to do work away from the station:

A. When a “special circumstance” arises (temporary basis) such as a blown tire, radio, or navigation equipment changes, etc.

B. When the repair or alternation requires the repair station to make repairs or alternations over an extended

period (such as the aircraft is in for extended maintenance and an interior shop is requested to install a new interior at that location).

C. When it is necessary to perform such working on a recurring basis with operations specification (OpSpec) D100 authority.

NOTE: Working away from the repair station is not equivalent to a line maintenance or geographic authorization. Federal Aviation Administration (FAA) Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapter 163, provides geographical authorization guidance.

- Paragraphs 5A and 5B requires notification and authorization from the certificate-holding district office and the principal inspector (PI).

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience with certification or surveillance of part 145 repair stations

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR part 145
- Order 8300.10, Vol. 2, Ch. 161, Introduction to Part 145 Repair Stations
- 8300.10, Vol. 2, Ch. 163, International Field Office Procedures for Certificating/Renewing/Amending a part 145 repair station located outside The United States and Its territories
- Advisory Circular (AC) 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manual
- OpSpec D100

A. Forms. None.

B. Job Aid. None.

5. PROCEDURES.

A. *Planning.* Prior to inspection, the PI should carefully review:

- (1) Part 145.

(2) The repair station manual/quality control manual (RSM/QCM) procedures for work away from station.

- (3) OpSpec D100, if authorized.

(4) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. SPAS interfaces with key fielded oversight programs (such as ATOS, SEP, and the NPG), as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

- (5) Vital Information Subsystem (VIS).

NOTE: OpSpec D100 will only be issued for those repair stations that perform repairs or alternation on a recurring basis. For example, engine on wing repair, nondestructive testing, tank, and fuel cell repair, etc.

B. Special Circumstance.

- (1) *Temporary Basis: (Short Term).*

(a) Review the repair station procedures to ensure:

(b) Procedures to control equipment, tools, required forms, etc.

(c) Procedures to ensure qualified personnel for the required work.

(d) The procedure should also contain an explanation of emergence work away from station as it relates to the repair station ratings. Procedures to assure how the CHDO and the PI are notified and, if approval is required, before dispatching the work crew

(e) Air Carrier Requirements: The Repair Station must be able to provide written documentation that reflects the Air Carrier's method for the acceptance of all Repair Station programs, Standard Operating Procedures (SOP) to ensure all maintenance is performed in accordance with the Carriers CAMP. The Air Carrier must be informed of all contracted out work and if the maintenance provider must be inspected by the carrier's CASS auditors and all findings corrected prior to work being performed.

NOTE: It may not be necessary for the PI to approve each situation; however, all situations will require the PI to be notified.

(2) Temporary Basis: (Extended).

(a) Contracted line maintenance that is FAA authorized may require several months to complete; this type of operation does not constitute the establishment of another repair station or a satellite repair station because it is temporary in nature.

(b) The repair station requesting to perform maintenance away from its fixed location for extended periods of time must evaluate the housing and facilities where the maintenance is to be performed to ensure the location meets the intent of part 145.

(c) If additional time is needed, the repair station must submit another request updating the original information and provide any new details on the contracted maintenance.

(3) Review the repair station procedures to ensure:

(a) Procedures to control equipment, tools, required forms, etc.

(b) Procedures to ensure qualified personnel for the required project.

(c) Procedure that provides the CHDO and the PI with a plan on how and where the project will be

performed to include: controlling of parts, tools, personnel, required inspectors, how long the project will take, and the title of the person in charge of the project.

NOTE: The PI must approve this project before the crews are sent and must have a start date and an estimated completion date. The PI should only approve this request after ensuring the repair station will be able to control the project just as if it was being completed at the home station.

C. Recurring Basis.

(1) The procedure for performing work away from station on a continuing basis must be clearly defined in the RSM/QCM. OpSpec D100 must reference the section and chapter where these procedures are located in the RSM/QCM.

(2) The PI should review all work packages completed away from station to assure the work was completed per the procedures in the RSM/QCM

NOTE: Part 145 does not allow continuous, uninterrupted maintenance or alterations operations at another location.

(a) The repair station must furnish its own tools and equipment.

NOTE: The repair station can have a lease agreement for tools and equipment if the procedures are contained in the RSM.

(b) After the contracted maintenance is completed, the repair station must transport its tools, equipment and personnel back to its fixed location.

(c) The repair station must still maintain a permanent fixed location even if the majority of their work is done at another facility.

(3) Ensure the RSM/QCM contain the following:

(a) Procedure for transporting tools and equipment to and from the work site without damage.

(b) Procedure that ensures calibrated tools maintain calibration.

(c) Procedure that ensures only qualified personnel are assigned to perform, supervise, and inspect the work completed.

(d) Procedure to ensure all air carrier maintenance programs are followed.

(e) All forms are properly completed per the RSM/QCM.

C. Analyze Findings. Upon completion of the inspection, record all deficiencies; determine the appropriate corrective action(s).

D. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Completion of this task may result in the following:

- Send a letter to the operator documenting all deficiencies
- Initiate and Enforcement Investigation Report if necessary

C. Document Task. File all supporting paperwork in the file. Update the VIS as required.

NOTE: After completing the 3606/5606 surveillance, and it is determined the repair station does not perform work away from the station, close the record in the following manner. Enter "C" (closed) in the Status block and "I" (information) in the Results block. In section IV, Comments enter "E" in the Primary Area block, enter "973" in the Keyword block, and enter "I" in the Opinion Code block, with the following statement, "After completing the surveillance it was determined this repair station does not perform work away from the station."

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.